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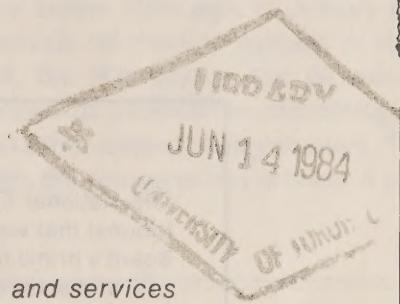
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Government  
Publications

**National Energy Board**

# **The N.E.B. Library**

*This information bulletin describes the resources and services  
of the National Energy Board Library*



CANADA

**Information Bulletin 7**

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**May 1984**

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## THE BOARD

The National Energy Board is an independent federal regulatory tribunal that was created by the Parliament of Canada in 1959. The Board's prime function is to regulate certain areas of the oil, natural gas, and electricity utility industries. Its powers and jurisdiction are based on the National Energy Board Act. Copies of the Act are available from the Canadian Government Publishing Centre, Supply and Services Canada, Ottawa, K1A 0S9 (Price: Canada \$2.75, other countries \$3.30, prices subject to change).

## PUBLICATIONS

This information bulletin is one of a series that the Board is publishing on its activities and procedures. Comments on this bulletin or suggestions for future topics would be most welcome.

These bulletins provide general information only. For exact details on particular items, see the relevant legislation.

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in both official languages.**

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## THE NEB LIBRARY

### INTRODUCTION

The National Energy Board is a regulatory agency that deals with energy matters relating to oil, natural gas, and electricity. The functions of the Board involve decisions and advice to the federal government that substantially affect Canada's energy sector. The NEB Library is open to the public and

plays an important role in support of Board regulatory and advisory activities as an information resource centre. Although its primary responsibility is to provide information support to the Board and its staff, the NEB Library also provides the public with access to information concerning Board activities and other related energy matters. The following describes the resources and services it provides.

### THE NEB LIBRARY COLLECTION

The NEB Library is located on the 9th floor of the Board's offices at 473 Albert Street in Ottawa. Although small, the Library contains a variety of material covering a broad range of subjects that reflect the diverse interests of the Board. It maintains a technically-oriented collection of some 7500 books, reports, and documents, and subscribes to over 500 periodicals. The focus of the collection is on energy and related subject areas, with particular emphasis given to matters concerning oil, gas, and electricity. Many other topics relating to finance, economics, management, computer technology, and law are included in the collection.

As a regulatory agency, the Board conducts many public hearings on proposed energy projects, pipeline tolls, and other matters within its jurisdiction. The Board obtains a wealth of unique information on energy matters through the public hearing process. The NEB Library maintains a comprehensive collection of all hearing documents from current and past NEB hearings. It also serves as a public reading room for such documents which are discussed further in the next section of this bulletin.

The Library's holdings include some 1000 reference volumes, a broad collection of federal statutes and regulations, the statutes of most provinces, parliamentary papers, several series of Canadian, British, and American legal case reports, and deci-

sions from several provincial regulatory bodies. The Library also subscribes to approximately 15 newspapers, and to over 100 series of statistical publications issued by Statistics Canada.

Of special interest are the following features of the NEB Library:

- a sizeable collection of annual reports from Canadian and American companies, utilities, and government bodies associated with the energy field, which dates back in many cases to 1959.
- an historical collection dating back to 1931 of opinions and decisions of the Federal Power Commission of the United States.
- a sizeable collection of *FERC Reports* which contain summaries of precedential opinions, findings, orders, declarations, and notices of the Federal Energy Regulatory Commission of the United States which has replaced the Federal Power Commission and assumed a number of its functions in the late 1970s.
- a selection of publications from the Energy Information Administration (EIA) of the United States Department of Energy (DOE) providing statistical data on U.S. energy production, consumption, prices, resource availability, and projections of energy supply and demand.

## REFERENCE DOCUMENTS

The reference section of the NEB Library includes almanacs, directories, atlases, maps, encyclopedias, dictionaries, yearbooks and handbooks. Some energy-related reference items of particular interest include:

- *Basic Petroleum Data Book*. American Petroleum Institute. (Updated 3 times per year)
- *Dictionnaire de l'Énergie: Glossaire International Illustré, Atlas et Annuaire Statistique de Références sur l'Énergie*. 1979.
- *Canadian Energy Program Reporter*. CCH Canadian Ltd. (Updated monthly)
- *McGraw-Hill Encyclopedia of Science and Technology* 5th ed. 1982
- *The Corpus Administrative Index*. (Updated quarterly)
- *International Crude Oil and Product Prices*. Energy Economics Research Ltd. in cooperation with Middle East Economic Survey.
- *The Illustrated Petroleum Reference Dictionary*. Robert D. Langenkamp. 1982.
- *International Petroleum Encyclopedia*. (Published yearly)
- *Europa Yearbook: A World Survey*. (Published yearly)
- *Canadian Oil and Gas Handbook*. (Published yearly)
- *Oil and Gas International Year Book*. (Published yearly)

Reference documents may be consulted by all NEB Library patrons, but are not available for loan outside the Board.

## STATISTICS

Certain statistical reports produced by the Board are available for public viewing in the NEB Library. Information Bulletin No. 5 — "The Board's Publications" provides a list of the reports current at the time it was issued on 12 April 1984.

The Library also has a limited series of Statistics Canada publications. A full collection is available in the Statistics Canada Library.

## MICROFORMS

The NEB Library holds a small microform collection of recent Board annual reports, Reasons for Decision and exhibits from certain hearings, some statistical

references, and several technical journals. The latter include: the *Oil and Gas Journal*, *Oilweek*, the *Pipeline and Gas Journal*, and the *Public Utilities Fortnightly*. These documents are available on either microfilm or microfiche, and recent issues are available in paper copy as well.

Two microform reader-printers are provided for Library patrons. There is a nominal charge for copies to the public.

## HEARING DOCUMENTS

Hearing documents include hearing exhibits and transcripts and the Board's report on its findings.

Hearing exhibits include applications, all supporting material filed by applicants regarding their applications, all documents filed by parties who formally intervene in the proceedings, and all documents that have been issued by the Board concerning the proceeding. Documents issued by the Board include press releases, deficiency letters, hearing orders, memoranda of guidance, information requests, exhibit lists and the Board's Reasons for Decision.

A list of exhibits is prepared shortly before the opening date of a hearing. It provides the number that has been assigned by the Board to each exhibit and a brief description of the item. It is revised as new exhibits are filed during the course of a proceeding. For each hearing the exhibits are maintained in the NEB Library according to the exhibit list. The list provides a convenient means of locating particular documents.

Exhibits from hearings may be viewed in the Library but are not available for loan outside the Board. Self-serve photocopier facilities are available at a nominal charge. (When a hearing is in progress, a copy of its exhibit list may be obtained free of charge from the Court Clerk, and copies of many of the documents filed in the hearing may be obtained from the Board's Hearing Registry.)

Transcripts for each hearing are prepared by a court reporting firm which provide a verbatim record of the hearing proceedings in the language (English or French) in which evidence was given. Copies may be purchased from the court reporting firm or viewed in the Library. Transcripts may not be reproduced, nor are they available on loan from the Library.

After each public hearing, the Board issues a report that sets out its findings and decision on the matter heard. Most public hearings involve applications to the Board. The reports issued for this type of hearing are referred to as Reasons for Decision. A list of all Reasons for Decision and other reports issued by the Board concerning public hearings is kept in the NEB Library for consultation. The list also identifies the certificates of public convenience and necessity, licences, or orders that the Board has issued in connection with each hearing.

## NON-HEARING DOCUMENTS

Many documents related to non-hearing activities by the Board are available for viewing by the public in the NEB Library. They include the Board's annual reports, the Regulatory Agenda, speeches by Board Members and staff, a list of pipeline incidents, news releases, information bulletins, statistical reports produced by staff, and several types of applications normally dealt with by the Board on a non-hearing basis.

## HOW TO OBTAIN BOARD PUBLICATIONS

Copies of almost all publications issued by the Board are available in both English and French and, generally, are free of charge. Information Bulletin No. 5 — "The Board's Publications" describes in more depth the various types of publications the Board issues and how to obtain copies of them.

## OBTAINING NEB LIBRARY SERVICES

NEB Library services may be obtained in person, in writing, by telephone, telex, or telecopier, as follows:

LOCATION &  
ADDRESS: NEB Library  
Room 962, 9th Floor  
Trebla Building  
473 Albert Street  
Ottawa, Ontario  
K1A 0E5

TELEPHONE: (613) 996-3344

TELEX: (NEB OTT 053-3791)  
Telecopier: (613) 992-0129

HOURS: Monday to Friday  
8:00 a.m. to 4:30 p.m. daily  
The Library is closed on  
statutory holidays.

The Library staff will provide members of the public with general assistance in using the library collection and in locating information on Board activities.

## PHOTOCOPIER SERVICES

Many documents may be reproduced by the public on coin-operated facilities provided in the NEB Library at a nominal charge. Information Bulletin No. 5 — "The Board's Publications" — discusses more fully the Board's policy on photocopying services for the public.

## INTERLIBRARY LOAN SERVICES

Generally, books and other library materials in the NEB Library may be borrowed by other libraries and the public, through the interlibrary loan service, for a two-week period. Hearing transcripts and exhibits, new books, and older books heavily in demand, are not normally lent outside the Board.

Items borrowed from another library through the interlibrary loan service are subject to the regulations of the lending library.

## ACCESSIONS LIST

The Library publishes an Accessions List on a monthly basis. This publication lists newly received books, reports, and periodicals, and sometimes provides a review of a new library book. Public patrons of the NEB Library may obtain a copy of the most recent Accessions List at the reference desk.

**PREVIOUS  
INFORMATION BULLETINS**

<u>Bulletin No.</u>	<u>Title</u>	<u>Release Date</u>
1	Route Approval Procedures	September 1983
2	The Public Hearing Process	October 1983
3	Non - Hearing Procedures	November 1983
4	How to Intervene	January 1984
5	N.E.B. Publications	9 March 1984
6	The Board's Approach to the Regulation of Tolls and Tariffs under Part IV of the N.E.B. Act	22 March 1984